



The Housing and Community Development Authority is accepting resumes for a Homeless Program Administrator position in the Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Lori Dimick at [LDimick@ihcda.in.gov](mailto:LDimick@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594024 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted January 17, 2015

Please see next page for job description.

Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

<b>Title</b>	Homeless Program Administrator	<b>Exempt</b>
<b>Reports to</b>	Director of Community Services	<b>Date last revised: 1/2/2015</b>
<b>Supervises</b>	N/A	



Indiana Housing & Community Development Authority

<b>Anticipated Salary Range</b>	Commensurate with education and related experience.
<b>Summary</b>	The Homeless Program Administrator contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals of ending homelessness by providing permanent supportive housing to those who are disabled and homeless. The Administrator will assist Shelter Plus Care and Permanent Supportive Housing sub-recipient agencies in utilizing the grant to house persons who are homeless with a disability and provide supportive services while being permanently housed. The Administrator will provide technical assistance, training, monitor the sub-recipients, and provide all necessary forms, agreements, APR's, and other items to complete their goals and other items the sub recipients or HUD may need.
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.



Indiana Housing & Community Development Authority

**Key  
outcomes  
expected**

- Oversee the Permanent Supportive Housing and Shelter Plus Care Programs through the Balance of the State.
- Respond in a helpful and timely manner to inquiries either by phone, e-mail or in persons from sub-recipients, public, locally elected officials, and other interested parties of PSH or S+C rental assistance programs.
- Collect Annual Performance Reports and provide technical assistance to sub-recipients on the report. Gain the understanding of performance reports and HUD goals. Complete the Annual Performance report in the HUD software system and complete closeout.
- Distribute and manage the agreements between HUD and IHCDA and the sub-recipients
- Monitor the sub-recipients utilizing the monitoring tool and follow up with actions, letters and other requirements. Update the monitoring tool as needed to meet the regulations and changes of IHCDA policies when necessary.
- Modify and develop forms as needed and at least annually updated. Modify and update the required manuals and other training material that is distributed to sub-recipients.
- Take initiative in understanding the Housing & Urban Development regulations & policies of the rental assistance programs, HEARTH, Coordinated Access, and Continuum of Care regulations that surround the program and the Balance of State application to HUD.
- Attend regular education opportunities from HUD or other entities regarding the S+C/PSH programs and Continuum of Care/Balance of State program or other programs associated with IHCDA strategic goal of ending homelessness.
- Provide in person or webinar power point training to S+C & PSH sub recipients annually and as needed throughout the year for new sub-recipients or new staff at agencies.
- Assist with the Balance of State (Continuum of Care) application that may include: entering information into HUD software system and provide data and information for other areas of the application. May assist with the renewal pre-application formation.
- Input budget and other needed items into the HUD software or within IHCDA internal financial software.
- Complete necessary areas of the State of Indiana Consolidated State Plan annually.
- Maintain appropriate files and documentation as necessary or required.
- Provide assistance to employees, partners, state agencies, and departments in a friendly and efficient manner.
- Maintain and protect confidential information.
- Maintain a professional appearance and demeanor.
- Maintain a professional relationship with all employees by ensuring a sense of mutual trust, concern, respect, and teamwork.
- Comply with all policies of IHCDA as Other duties as assigned

<b>Critical skills, knowledge, and behaviors</b>	<ul style="list-style-type: none"> <li>• Advanced communication skills, and the ability to communicate with all levels of management, staff, external clients and those with diverse backgrounds, education and economic levels.</li> <li>• Must be able to take a leadership role and initiative in performing all duties of the program and needs little supervision.</li> <li>• Proven verbal and written communication skills are essential</li> <li>• Be able to juggle multiple requests and meet multiple deadlines.</li> <li>• Must be able to think logically and analytically including understanding implementing federal regulations.</li> <li>• Be able to work well in a team environment and also be able to work independently and make decisions.</li> <li>• Must be able to develop training content and conduct trainings.</li> <li>• Strong presentation skills and the ability to facilitate small and large group presentations by utilizing webinars, power points or in person on a regular basis for training, education and technical assistance.</li> <li>• Must have skills necessary to perform data analysis with regard to data collected from sub recipients and HMIS software for the Annual Performance Reports.</li> <li>• Require highly detail orientation and accuracy.</li> <li>• Must be able to be proactive in anticipating and alerting others to problems with projects or processes.</li> <li>• Demonstrates customer service orientation.</li> <li>• Must be able to prioritize, organize tasks and time, and follow up.</li> <li>• Performs responsibilities efficiently and timely.</li> <li>• Proficient in current data analysis tools and computer systems technology. Software Systems that need to be learned are the HMIS, DMS, E-snaps, HDX and other HUD or IHCDA software that may be required in future. The person needs to be able to learn and adapt to these HUD software systems.</li> <li>• Be proficient in basic computer skills, i.e. Microsoft Word, Excel, Power point, Internet usage (e-mail).</li> </ul>
<b>Education, experience, degrees, licenses</b>	<ul style="list-style-type: none"> <li>• Bachelors Degree in relevant field required (incl. but not limited to social work, psychology, housing, community development).</li> <li>• 2-5 years of experience in program management in nonprofit or government program.</li> <li>• Prefer 1-2 years in experience in homeless programs that were federally funded</li> </ul>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment at the IHCDA office in Indianapolis</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p> <p>Monitoring of programs requires travel within the State of Indiana about 40-50% of the time.</p>